

**ATTACHMENT A**  
**Rate Guidelines**

I. Consultants and Subconsultants Personnel                      Maximum Of:

A. Principal of Firm

B. Employees of Firm

All other firms/employees not listed above shall use multiplier of \_\_\_\_\_ [between 2.0 and 3.2] \_\_\_\_\_ times an employee's direct base salary (not including fringe benefits, taxes, retirement contributions or profit sharing); for a maximum of \$ \_\_\_\_\_/Hr. for Principals and a maximum of \$ \_\_\_\_\_/Hr. for employees.

C. Service Charge on Sub-Consultants                      \_\_\_\_\_%

II. Reimbursable Expenses

A. Travel expenses  
(when authorized):

- |  |   |
|--|---|
| 1. Within 50 mile radius of home office. | No reimbursement.   |
| 2. Beyond 50 mile radius of home office: |   |
| a) automobile                            | <a href="http://www.ofm.wa.gov/policy/10.90a.pdf">http://www.ofm.wa.gov/policy/10.90a.pdf</a> |
| b) air travel*                           | Actual coach class fare.  |
| c) rental automobile*                    | Actual costs for midsize car or smaller.  |
| d) taxis, ferries*                       | Actual costs.   |

B. Per Diem Expenses  
(When authorized)

- |                      |  |
|----------------------|--|
| 1. Lodging*          | Reimbursement shall be in accordance with UW Travel Office and General Services Administration Per Diem Rates (link below) |
| 2. Restaurant Meals* | <a href="http://www.gsa.gov/portal/category/104711">http://www.gsa.gov/portal/category/104711</a>                          |

C. Printing (When Authorized)

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|---|-------------------|
| 1. Bid sets, reports, specifications, final products. | Actual cost.      |
| 2. Correspondence, check prints, file copies, etc.    | No reimbursement. |

\*Receipts required.

End of Attachment A